

## Parmly Billings Library Board Retreat

November 17, 2012 - 9 am – 4 pm

Crowley Fleck Law Firm - 5<sup>th</sup> Floor – TW II, 490 N 31<sup>st</sup> Street

### Retreat Minutes

Present: Board Members Chair Shari Nault, Vice-Chair Lloyd Mickelson, Sara Hudson, Bill Lamdin, Alex Martin, Betty Richardson, Bernard Rose; Library Director Bill Cochran, Assistant Director Dee Ann Redman, Systems Administrator Kathy Robins

Chair Shari Nault called the meeting to order at 9:12 am

#### 1) Board of Trustees

##### a) Interlocal agreement review

Cochran discussed the development of the Interlocal Agreement and passed out a handout listing the enumerated powers of the Library Board. He reviewed the roles and powers of the Board in contrast to other City boards and to the roles of the Library Director, City Administrator, and City Council, as well as the Parmly Billings Library Foundation and the Friends of the Library.

- The Board does not have budgetary authority, but does prepare a plan for library services, which drives the budget choices made by staff.
- The Board is to review and approve grant applications and significant gifts to ensure consistency with the plan for services. Additionally, the Council must approve gifts greater than \$500. Amounts from the Foundation and Friends that are included in the library budget are pre-approved by the Council with the budget. Nault suggested meeting with the Foundation to discuss clarification of grant process, recognizing the ongoing success of fundraising efforts for the new building. Rose indicated that he could begin to report on Foundation Board meetings as the Library Board's liaison member. Cochran intends to provide reports at Board meetings to discuss how budgeted revenues from support groups are being spent. Nault also suggested reviewing with Quinn the representation to the Friends Board.
- Cochran noted that review, revision and approval of Library policies regarding public services, including intellectual freedom, is one of the most important roles of the Board. Policies are reviewed annually and published each July 1. Mickelson commented on the efforts to include this in the 2005 renegotiation of the Interlocal Agreement. Cochran noted that there have been relatively few Statements of Concern for a community this size.
- Cochran noted that the Board does not have supervisory authority over staff, but does have input on the Director's evaluation. The Library Board is the only board or commission in the City to have any input regarding a department head's performance.
- Recommendations to Council on contracts is intended for those that would represent significant impacts on public use of the Library, rather than for all contracts, which could include something as routine as a magazine subscription. The Board concurred that, although the wording in the Interlocal

Agreement is not as clear as might be desired, it is clear enough and there is no need to pursue a revision to the agreement through the City Council and County Commission.

b) Bylaws review, including parliamentary procedure

Cochran distributed copies of City Ordinance 09-5485. This 2009 ordinance superseded Ordinance 4136, which has often been attached to copies of the Interlocal Agreement. This outlines the expectations for the conduct of meetings and the rules for procedure for meetings of all City boards and commissions.

Two summaries of Robert's Rules of Order were distributed, supplementing the summary of Rosenberg's Rules of Order that Board members received as part of the meeting packet. Nault appointed Rose and Mickelson to review and compare Robert's and Rosenberg's Rules with the provisions of City Ordinance 09-5485 and to report at the December Board meeting.

Cochran passed out a copy of the Lewis & Clark Public Library's notice of possible quorum. He reported that the Library will begin issuing such notices when there is a possibility of a quorum of Library Board members meeting, even if there will be no voting on Library business, e.g. a staff/Board holiday gathering.

c) Strategic Plan review

Cochran reviewed the process leading to the current five-year strategic plan. He noted that much of that process addressed facilities needs, which are being significantly addressed by the new building. This is the third year of the five-year plan. With the new building under construction and technology and the role of libraries always evolving, the current plan might be considered to be dated. In addition, the Interlocal agreement specifies a three-year, rather than a five-year plan and the City Council is focusing on budget plans no longer than three years. Further, actual planning for the new building overtook the intent to complete a 25-year facilities plan as part of the current strategic plan.

Cochran recommended that consideration be given to developing a new three-year plan. Rose suggested a modest update might be in order until the new building is complete. Hudson asked about the effect of Priority-Based Budgeting on planning. Mickelson believes a subcommittee of the Board should work with staff to prepare something for the next budget cycle, utilizing information developed from recent building and technology planning focus groups. Martin feels a new building gives a good time to have foresight for a plan; Lamdin concurred. Richardson noted that the City Council direction indicates that a new plan is needed. Hudson believes a full visioning process would be needed. The Board agrees a new plan is indicated in some form. Cochran offered to contact Candi Beaudry regarding undertaking an update. Nault appointed Martin, Hudson, Quinn and Mickelson to review existing plan and decide on next steps. Nault will join the committee at that point.

d) Trustee Handbook review

Most Board members could not locate their handbooks for the November regular meeting, if they had ever possessed one, and all operate without reference to them. Cochran displayed a copy of the Parmly Billings Library Trustee Handbook, which includes the Montana State Library Trustee Manual, the Library strategic plan, policy manual, calendars, etc. He asked if the Board wants to update it, dispense with it, or put it all on the website. Rose suggested using website links from the Board page. The Board concurred by consensus. Martin, who recently attended Montana State Library trustee training and reviewed the Manual, suggested that there would be no need to link to the Manual, as it mostly pertains to the budget and personnel duties of governing boards; the Board concurred.

e) Board meeting schedule, agenda process and related issues

The Board reviewed the current meeting schedule and process and opened the discussion for potential changes. Mickelson asked to receive minutes sooner. Richardson reported liking the current meeting schedule and others agreed. Cochran inquired about changing the agenda-setting process. Mickelson suggested sending it out to the whole board for review instead of just the chair, to allow others to add topics if needed. Cochran will send draft agendas to all members.

2) New Library Building

a) Naming

- Renaming building

Cochran noted that the topic of renaming the Library had become a public issue before the Board had a chance to discuss whether considering a name change was desirable. He noted that the Board could decide to initiate a process to rename if it so chooses, subject to approval by the City Council and County Commission. By consensus, the Board determined that it doesn't want a potential name to be sold, i.e. named in exchange for a donation.

Pros and cons of pursuing a name change were suggested by Board members, as follows.

Pros

- New building, fresh start
- New residents don't understand the name
- Generate excitement
- Looking to the future rather than the past
- New concept in library services
- In front of growth trend
- Current name is obscure and awkward
- Old and stogy name

### Neutral

- Anonymous donor doesn't like name, but thinks it's historic

### Cons

- Historic significance
- Commission and Council have both agreed to current name
- Can't do better
- Public library identity

Although not unanimously, the majority of the Board would like to move forward with a renaming process and directed Cochran to research procedural requirements and bring them to the December meeting. These are to include the process for obtaining agreement from Council & Commission as well as the best ways to include public.

- Foundation naming rights document

The Board reviewed the document, and will finalize its communication to the Foundation.

### b) Security

In developing the agenda for the Retreat, Richardson had inquired about the progress of security planning in the current and new buildings, since the Board's previous retreat. Cochran and the Management Team recently reviewed progress on items considered at the January 21, 2012 Board Retreat. Most of the many items approved by the Board or tabled for further research have been adopted. He indicated that staff still needs to work on:

- Although a basic security camera system Supplemental Budget Request was approved for this fiscal year, the decision was made to wait for next fiscal year to install the larger system needed for the new building.
- Although a bulky items policy was approved by the Board and is included in the current policy manual, it is not yet being enforced, as it was intended to be used in the new building and also requires additional research to develop a definition for enforcement.
- Protocols for security for staff, guards, managers, etc. have not been developed.
- Research on background checks on volunteers has not been completed

### c) Art subcommittee

Cochran reviewed the variety of issues regarding art that relate to moving to the new building. The Library owns a number of valuable paintings and other works that date back to original Library building, which also included a museum. New issues have arisen about accepting or commissioning art for the new building. All of these have been referred to the Library Building Design Committee, as a Committee of the Whole, to be facilitated by Robyn Peterson. This Committee of the Whole has been awaiting completion of a

City Art Policy, but the City has not convened its art commission, thus the Committee has not been able to coordinate with it. No progress on planning for art for the new building has been achieved in the past year, except that the Library has obtained an appraisal of its listed art holdings, which are worth about \$400,000.

Will Bruder doesn't believe he can identify suitable locations for light- and temperature-sensitive art in the new building until it is completed and areas can be tested. His general vision is that photographs, posters and sculptural elements would be appropriate. The Building Design Committee has discussed furniture pieces as art, the topic of which has been referred to the Art Committee.

Peterson has put together a status report and recommendation, which Cochran distributed. Cochran recommended appointment of an ad hoc committee, which will be charged with developing the recommended art policies as well as a policy on temporary exhibits. Rose and Nault volunteered to serve, and will consult with Peterson on additional members with expertise in art.

#### d) Cornerstone

Cochran passed out literature from the Masons regarding the laying of cornerstones, as well as information from a number of public libraries around the nation which have had Masonic cornerstones installed, including several within the past couple of years. Cochran noted that building plans do not currently include a cornerstone, but one could be accommodated. He noted that, if the board chooses to permit a cornerstone laying ceremony, it could be held at a different time from the ribbon-cutting. Finally, he noted that, if the Board is open to it, a recommendation could be made to the Council.

Nault asked if this could lead to issues with setting a precedent for an individual non-Library organization being recognized in the design of a public library building. Lamdin suggested referring it to Council as the building owner to seek community input with the Board taking no position. Cochran suggested a letter from the Board to the Masons, with a copy to the City Council, a draft of which will be before the Board at the December meeting.

#### 3) Programming

Redman and Rose discussed recent programming efforts at the Library that have been ongoing, including One Book Billings.

#### 4) Services

Cochran briefly reviewed the continuing evolution of library services including the obvious increasing importance of digital information and downloadable formats and types of services. He shared some similar observations on this topic that Quinn had e-mailed to him, in case she wasn't able to attend. Nault

noted that this could be part of the new building discussion. Cochran agreed and added that it would be a part of the strategic planning process.

The meeting adjourned at 12:57 pm.